United States Department of Education (USED) *Annual Performance Report (APR) Data Training for Year 1 Grantees*

VIRGINIA DEPARTMENT OF EDUCATION

21st Century Community Learning Centers
Program Administration and Accountability
October 2016

Overview

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21st CCLC REPORTS TO CONGRESS

- 1) Grades, 2) state assessments, and 3) teacher-reported improvements are collected by the federal 21ST CCLC data collection system.

- The three outcomes are used to report state performance according to the Congress-established Government Performance and Results Act (GPRA).

- USED reports annually on these measures to Congress and the Office of Management and Budget.

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Why are Data Are Collected

- GPRA, Government Performance and Results Act, indicators are measures established by Congress to assess the performance of the 21st CCLC program.

- USED reports annually on the measures to Congress.

- There are 15 GPRA measures.

- Most measures are calculated using aggregated data from grades, state assessments, or teacher reported behaviors as provided by states.

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How the Data Are Collected

- Data are collected by terms as defined by USED.

- Terms are summer, fall, and spring.

- Example: Terms for 2015-2016 were:
  - Summer 2015
  - Fall 2015
  - Spring 2016

- Timelines for each term are defined by the Virginia Department of Education.

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Terms Defined

- Summer term will be the timeframe from the end of the school year until the beginning for the next school year.

- Fall term will be the beginning of the school year until the end of the first semester.

- Spring term will be the beginning of the second semester until the end of the school year.

Data That Are Collected

- Data will be collected in the following area:
  - Grantee information
  - Center information
    - Whether Extended Learning Time (ELT) is implemented
    - Feeder school information
    - Partner information
  - Activities
  - Staffing
  - Participation
  - Outcomes

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Grantee Information

- Name

- Contact person's name

- Phone number

- E-mail address

- Grantee location

- Grantee type

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Center Information

- Each program will need to provide data about each center.
- Centers are defined as "the places where the participants receive service on a regularly scheduled basis."
- The following information needs to be provided:
  - Center name
  - Contact information
  - Center type
  - If center implements ELT
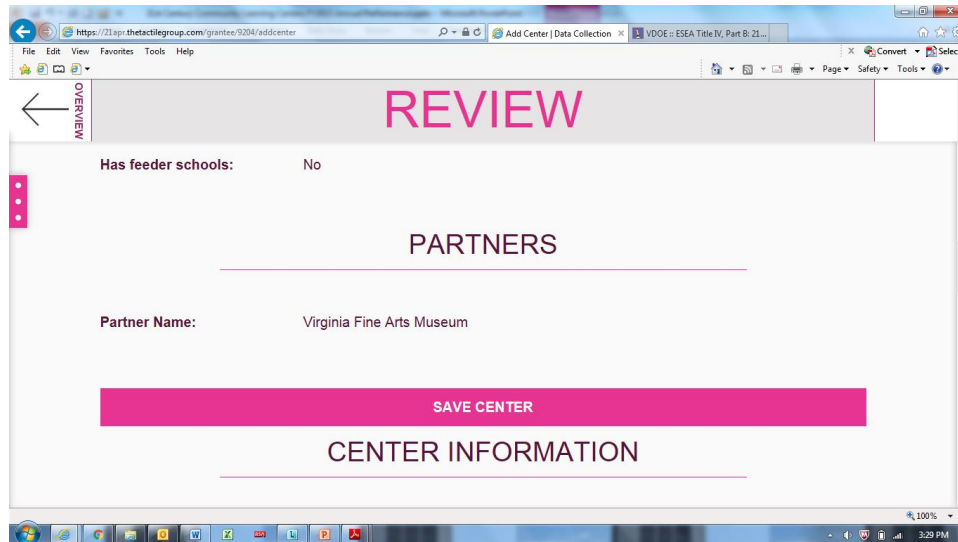 - Feeder school
  - Partners

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Submitting Each Section

- After entering information, each section must be reviewed.

- At the end of each section, click: "Continue To Review."

Submitting Each Section

- Review the information for accuracy.

- Edit if necessary.

- At the bottom of the section click "Save."

- Continue to the next section.

Navigating the Sections

- Use the arrow in the upper right hand corner or the menu on the left hand side under the grantee name to move between the following sections:
  - Centers
  - Activity
  - Staffing
  - Participation
  - Outcomes
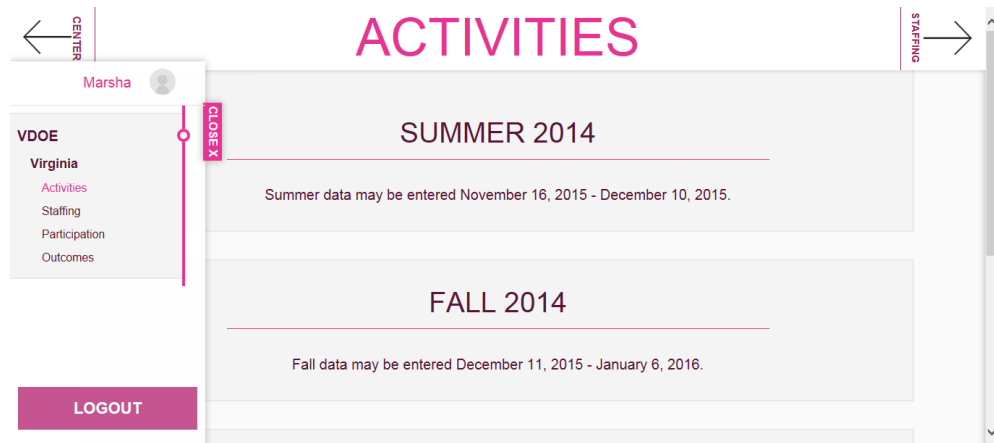
Activities

- The information to be included:
  - Type of activity
  - Frequency of the activity
  - Average hours of the activity
  - Average number of participants
  - Denoting whether it a STEM and college and career readiness activity
- Choose all that apply.

Staffing

- Numbers need to be provided for the following:
  - Administrators
  - College students
  - Community members
  - High school students
  - Parents
  - School day teachers
  - Other non-teaching school staff
  - Subcontracted staff
  - Other

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Participation

- Grade levels

- Student attendance

- Student race/ethnicity

- Student sex/gender

- Population specifics

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Grade Levels

- Provide information regarding:
  - grade levels that are served
  - numbers by grade level

Student Attendance

- Provide the number of participants for the following intervals of time:

  - <30 days
  - 30-59 days
  - 60-89 days
  - 90 or more days

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Student Race/Ethnicity and Sex/Gender

- Provide the number of participants by:
  - race/ethnicity
  - male and female

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Population Specifics

- Provide the number of the following who participate in the programs:

    - English language proficiency students
    - Students eligible for free or reduced price lunch
    - Special needs students
    - Family members

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Outcomes

- There are three outcomes that can be reported.

- Each state department of education chooses the outcomes that all grantees will report in that state.

- All grantees **must** report the same outcomes.

- Outcome data are reported based on the number of days that students participated.

  - If you do not have students who attended at least 30 days, then no outcome data will be reported.

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Three Outcomes

- State Assessments (Standards of Learning)
  - Compare the previous year's SOL test scores to the current year's SOL test scores.
  - Mathematics and English data will be reported.

- Teacher Survey (conducted by The University of Memphis Center for Research in Education Policy (CREP))

- Grades
  - Compare the reporting period grades in a semester to each other.
  - Mathematics and English data will be reported.

Outcomes - Summer

- Grantees in Virginia will report **no** outcomes for summer.

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Outcomes - Fall

- Grantees in Virginia will report **grades** for outcomes.

Outcomes - Spring

- Grantees in Virginia will report all three outcomes:
  - State assessments
  - Teacher surveys
  - Grades

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Frequently Asked Questions

- **How do I receive my log-in information?**

New Users

- An e-mail from the Tactile Group will be sent that asks you to establish your password.
- The user name is your e-mail address.

Returning Users

If you have forgotten your password or are locked out, contact Marsha Granderson.

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Frequently Asked Questions

- **What is the link to the APR data collection system?**

https://21apr.ed.gov

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Frequently Asked Questions

- **Where is the submit button?**

There is no submit button for the data report. The data are saved when each section is submitted.

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Frequently Asked Questions

- **Where is the confirmation that the report was successfully submitted?**

There is no confirmation page or e-mail. Each section is submitted individually as the data are input.

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Frequently Asked Questions

- **What does "need to improve" mean?**

If students are able to improve, i.e., the student does not have an "A" or "B", then the student will "need to improve" according to the system.

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Selecting the Browser

- It is recommend that all users interact with the 21st CCLC APR system by using one of these browsers:
  - ➤ **Chrome**
  - ➤ **Firefox**
  - ➤ **Safari**
  - ➤ **Internet Explorer versions 9 and higher**
- The 21st CCLC APR system was designed for quick load times, easy reading, and a minimum amount of scrolling and resizing.

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Eliciting the Quickest Response from the Help Desk

- To expedite a quick response:
  - Ask only **one** question per e-mail. (Send as many as you need!)
  - Be **specific** in the subject line.
  - Describe your question or issue in **detail**.
  - Include **screenshots** with the inquiry, if possible.

- Help Desk will **reply within two business days**. A **resolution** will follow as soon as possible.

- APR Help Desk - 21APR@thetactilegroup.com
  1-888-282-4589, Mon.-Fri., 9 a.m.-5 p.m. ET

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